

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI

No.F.1(33)/GA/DC/2020/1172

Dated: 7/6/21


ORDER

In the wake of the COVID-19 outbreak and in compliance to the DDMA order No. F.2/07/2020/pt file-III/432 dated 05.06.2021 and in order to ensure preventive measures to achieve 'social distancing', it has been decided that the Revenue (HQ) will man its offices with 50% staff strength. Accordingly, it is directed that the Officers/Officials including Steno cadre, as per the list attached (Annexure-A) will attend the office on Odd Dates till further orders. Remaining officials working in all the Branches, who are not included in the enclosed list, will attend the office on even days. Further, all the officers of the level of Grade-I/equivalent and above will attend the office to extent of 100% strength.

All other Officers/Official who do not attend office or allowed to work from home will be considered on duty and shall make themselves available all the time through electronic mode of communications like mobile, landline phone, email, whats app etc. and be prepared to attend office on short notice. No Officers/Officials will leave the station without prior approval of the controlling officers during this period.

However, it is further directed that the officials deployed in preparation of various DDMA reports shall continue to work as usual. The Controlling officers of relief Branch, Covid Management Cell may work out their working plan in the office at their own level as these branches deals with the work of emergent nature during the Lock down in force.

This issues with the prior approval of the Competent Authority.

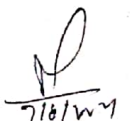

(ANIL SIROHI)
SUB DIVISIONAL MAGISTRATE-III(HQ)

No.F.1(33)/GA/DC/2020/1172

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Copy for information to:-

1. Addl. Chief Secretary (Home), Govt. of NCT of Delhi for information
2. Secretary (Health), Govt of NCT of Delhi for information.
3. PA to Pr. Secretary (Revenue)/Divisional Commissioner, 5, Sham Nath Marg, Delhi.
4. PA to DC-I/II/III/IV (HQ), Revenue (HQ).
5. All District Magistrates, Revenue Department, Govt. of NCT of Delhi
6. AO/DDO(HQ), Revenue Department, 5, Sham Nath Marg, Delhi.
7. OIC (B&B), O/o the Secretary (Revenue)/Divisional Commissioner, 5- Sham Nath Marg, Delhi.
8. Senior System Analyst, Revenue (HQ) for uploading this order on website of this Department.
9. Official Concerned.
10. Guard File


(ANIL SIROHI)
SUB DIVISIONAL MAGISTRATE-III(HQ)

ANNEXURE-I

S. No	Name of the Branch	Name of the officials to attend the office on Odd Days(07.06.2021, 09.06.2021 etc.)
1	Pr. Branch of Pr. Secy. (Revenue)	Sh. Mahesh Kumar, ASO Sh. Sushsil Kumar, Jr. Assistant Ms. Nutan, Steno
2	Pr. Branch of DC-II/(Central)	Sh. Harish Kumar, Jr. Assistant Smt. Renu, Jr. Assistant
3	Pr. Branch of DC-III	Smt Jasmeet Kaur, Steno
4	Pr. Branch of DC-IV(Revenue)	Sh. Jai Prakash Yadav, Steno
5	Pr. Branch of SDM-V	Sh. Devender, Sr, Assistant
6	Pr. Branch of SDM-I	Sh. Bharat Lal Meena, Jr. Assistant
7	Accounts Branch	Sh. Shiv Raj Singh, Cashier Smt. Krishna Negi, ASO Smt. Manjula Jeena, Sr. Assistant
8	Admn. Branch	Sh. Leshant Singh, ASO Sh. Ranjeet, Jr. Assistant Ms. Deepika Chand, Steno Sh. Naveen, Jr. Assistant Sh. Deep Chand, Jr. Assistant
9	Vigilance Branch	Sh. Manish Singh, ASO Sh. Amit Ahlawat, Jr. Assistant Sh. Sumit Kumar, Jr. Assistant
10	Care-taking Branch	Sh. Mukti Shankar, ASO Sh. Bhawani Shankar, Jr. Assistant
11	RTI Branch	Sh. Amit Kumar Yadav, Jr. Assistant
12	Coordination Branch	Sh. Munesh Meena, ASO Sh. Sailesh Mann, Jr. Assistant
13	Stamp & Registration Branch	Sh. Rajiv Ranjan, Jr. Assistant
14	CCS/Marriage Branch	Sh. Mohit Maan, ASO Smt. Priyanka Devi, Sr. Assistant
15	Nazarat Branch	Sh. Suresh Chand, ASO Sh. Om Prakash, Jr. Assistant
16	Treasury	Sh. Atul Kumar Jain, ASO
17.	PGMS	Smt. Jagjit Sharma, ASO Smt. Mamta Madan, Sr. Assistant
18.	Record Room	Sh. Omesh, Jr. Assistant
19.	Scholarship Branch	Sh. Sanjeev Kumar, Jr. Asstt
20.	Land Branch	Smt. Radha Jaya Lakshmi, Sr. Assistant Sh. Nitin Guatam, Jr. Assistant
21	R & I	Sh. Sunny Chhariya, Jr. Assistant
22	Minority Branch	Sh. Tejendra, Sr. Assistant Sh. Rakesh, Jr. Assistant Ms. Anjali Sharma, Steno
23	Legal & Judicial Branch	Sh. Manoj Kumar, Jr. Assistant
24	Parliament Cell	Sh. Ajay, Sr. Assistant Sh. Rinku Lal Meena, Jr. Assistant
25	DUDA	Ms. Rashmi Rana, Jr. Assistant
26	Census	Sh. Devender Kumar, Jr. Assistant
27	Planning Branch	Sh. Neeraj Kumar Meena, Jr. Assistant


7/6/2021